

# FAYETTEVILLE STATE UNIVERSITY

## RELOCATION OF INFORMATION TECHNOLOGY RESOURCES

**Authority:** Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.

**Category:** Information Technology

**Applies to:** ●Administrators ●Faculty ●Staff

**History:** First Issued – April 26, 2022

**Related Policies/**

**Regulations/Statutes:** ● Acceptable Use of Information Resources

**Contact for Info:** Vice Chancellor for Information Technology and Chief Information Officer | (910) 672-1200

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### I. PURPOSE

Information Technology Services (ITS) provides staff and unit relocation services to the Fayetteville State University (University) campus community to ensure sufficient network connectivity and computer support. The Policy is applicable to the following relocations involving employees/units:

- Intra-departmental office moves by individual employees.
- Inter-departmental office moves by individual employees.
- Relocations of a University operation or function.

### II. SCOPE

This Policy applies to all members of the University community, including employees, student workers, administrative officials, authorized guests, delegates, and independent contractors (User(s)) who use, access, or otherwise employ, locally or remotely, the University's ITS resources, whether individually controlled, shared, stand-alone, or networked.

### III. INFORMATION TECHNOLOGY (IT) RESOURCES

This Policy pertains to all applicable IT resources and devices including, but not limited to computing, networking, communications, application, telecommunications systems, infrastructure, hardware, software, data, databases, personnel, procedures, physical facilities, and any related materials and services.

Specifically, the following resources are covered by this Policy:

- Telephones
- Computers
- Projectors
- Printers
- Video Conferencing Unit

#### **IV. RELOCATION**

The following pertains to any relocation of IT resources:

- Requests for a relocation must be submitted to ITS at least 30 days prior to the move date.
- A completed request form is required to move an IT Resource(s) from its original to intended location.
- Only ITS personnel may relocate ITS resources from their original to intended locations.

#### **V. ANNUAL REVIEW**

The Vice Chancellor for Information Technology and Chief Information Officer or his/her designee shall perform an annual review of this Policy and shall communicate any changes or additions to appropriate University stakeholders. This Policy shall be updated as necessary to reflect changes in University policies, University academic, administrative, or technical environments, or applicable laws and regulations.

This Policy may be augmented, but neither supplanted nor diminished, by additional policies and standards.

Any changes to this Policy shall be communicated in writing to campus stakeholders by the Vice Chancellor for Information Technology and Chief Information Officer.